

# CITIES OF LAS VEGAS/NORTH LAS VEGAS

## OPEN (Job Code 064601010) FIREFIGHTER TRAINEE

APPROX. MONTHLY SALARY  
City of Las Vegas: \$3,253  
City of North Las Vegas: \$3,460

OPENING DATE: October 17, 2005 @ 8:00 A.M.  
FILING DEADLINE: November 17, 2005 @ 4:30 P.M.

Please attach a photocopy of driver's license with application.  
If you currently possess an EMT-B, please provide a copy with your application.

WRITTEN TEST: January 25, 2006 (By Scheduled Appointment @ Texas Station)  
PHYSICAL ABILITY TEST: WEEK OF March 13, 2006

The cities of Las Vegas and North Las Vegas are jointly recruiting for the position of Firefighter Trainee. The purpose of this recruitment effort is for each agency to establish an eligible list for future job openings.

### READ THIS BEFORE COMPLETING YOUR APPLICATION

Due to the volume of applications received, failure to submit a complete application or failure to sign application will result in IMMEDIATE REJECTION. Human Resources WILL NOT place follow-up phone calls to applicants that submit incomplete applications.

#### MOST FREQUENT REASONS FOR REJECTION FROM THE EXAMINATION PROCESS

- FAILURE to complete the ALL sections of the employment application.
- FAILURE to disclose information about criminal convictions and/or driving infractions.
- FAILURE to account for all employment time in last ten years, including gaps in employment.
- FAILURE to sign application.
- FAILURE to appear for a scheduled examination or interview.

**MINIMUM QUALIFICATIONS:** Equivalent to graduation from high school. College level course work in fire science, fire administration or a related field is desirable. Some firefighting experience is desirable.

**LICENSE/CERTIFICATE AND SPECIAL REQUIREMENTS:** Possession of an appropriate, valid driver's license on the date of application. Must be 18 years of age on the date of application. Possession of a current Emergency Medical Technician-Basic certificate on the date of conditional job offer and on the date of hire. If the EMT-B will expire on or around these dates, written confirmation from the certifying agency is acceptable. The letter must include the date the EMT-B certificate will be renewed and must be followed by submission of the renewed EMT-B at the earliest opportunity.

**Please note:** The Clark County Health District will not issue an EMT-Basic certification to anyone under 18 years of age. Must meet current physical condition requirements on the date of appointment. If you currently possess an EMT-B, please provide a copy with your application.

Duties may include, but are not limited to the following:

**ESSENTIAL FUNCTIONS:** Participate in Fire Academy training program and in on-the-job training activities; drill with engine company members; attend special instruction sessions in firefighting, rescue and emergency medical procedures and techniques. Learn the proper procedures for responding to fire alarms, including laying lines of hose, directing streams of water, carrying and setting up ladders and other equipment, including motorized equipment, ventilating buildings, performing rescue work and cleaning up after fires to limit water damage. Learn the proper procedures and techniques for rendering first aid and emergency medical assistance. Learn to clean and service firefighting apparatus and equipment, including motorized equipment; test, wash and hang hose; learn to repair hose couplings and other equipment. Learn to perform the routine duties involved in regular floor watch detail. Learn and follow all applicable safety procedures. Meet the criteria established by the department for acceptable performance at each step or level of training in order to progress to the next level. May be required to drive city vehicles to pick up supplies and equipment or to drive to and from training exercises.

**SEE NEXT PAGE FOR MORE INFORMATION**

## FIREFIGHTER TRAINEE

Job Code: 064601010

**APPLICATION PROCESS:** The City of Las Vegas application form will be used for both entities. An application can be downloaded from: [www.lasvegasnevada.gov/Publications/forms.asp?ID=5806](http://www.lasvegasnevada.gov/Publications/forms.asp?ID=5806), the city of Las Vegas Department of Human Resources, City Hall 2<sup>nd</sup> Floor, 400 Stewart Avenue, Las Vegas, NV 89101, or the city of North Las Vegas, Department of Human Resources, 2290 McDaniel Street, Suite 1-B, North Las Vegas, Nevada 89030. **All applications must be submitted to the City of Las Vegas Human Resources Department.**

**Clark County** residents must submit their application either in person or via a designee to the City of Las Vegas Department of Human Resources. **Faxed applications will not be accepted.**

**Non-Clark County** residents may mail their applications to the City of Las Vegas Department of Human Resources to the address shown above. **Faxed applications will not be accepted.**

A Test Preparation Manual (TPM) may be obtained directly from FSI at a cost of \$17.00, or \$24.00 for the manual and practice test. The order form is available at the bottom of the web page [www.lasvegasnevada.gov/files/TestPrepManualOrderForm.doc](http://www.lasvegasnevada.gov/files/TestPrepManualOrderForm.doc) under related files. (PLEASE FOLLOW THE INSTRUCTIONS ON THE ORDER FORM CAREFULLY) **FSI only accepts money orders, no checks and no credit cards.** You must pay a \$10 administrative fee at time of testing (exact amount in cash).

**EXAMINATION PROCEDURES:** A civil service examination will be conducted in accordance with the Civil Service Rules of the city of Las Vegas and the city of North Las Vegas. All complete applications received by the filing deadline will be reviewed. **Those applicants meeting the requirements will be invited to participate in the written test weighted 100%, and those candidates with a minimum score of 90% may be scheduled for the physical ability test for placement on each city's eligible list. Final candidate selection will include list placement and hiring interview.**

**You will be evaluated on your:**

**Knowledge of:** Basic mathematical principles; basic mechanical principles; spatial relationships.

**Ability to:** Learn to understand and act in accordance with departmental policies, rules and instructions in the field of firefighting; work under strict discipline and follow orders; demonstrate mechanical aptitude as required in the operation of fire fighting equipment; demonstrate physical aptitude as required by essential functions; read, understand and retain the information in technical materials, rules, regulations and procedures related to firefighting; read street maps and navigate streets; learn to operate and perform basic service and troubleshooting on small motors; learn to operate all fire fighting equipment, both manually operated and motorized; learn to analyze emergency situations and quickly determine effective courses of action; learn the layout of the city's water main system and street numbering system; learn to read and interpret geographic information systems maps; learn to identify various hazardous materials; learn and follow all applicable safety procedures; retain presence of mind in emergency situations; observe the details of a situation and act accordingly; think and act quickly and effectively in emergencies; understand and follow oral and written directions promptly and accurately; operate and maintain voice radio equipment; work in adverse physical locations and conditions; perform heavy lifting and physical maneuvering; communicate clearly, concisely and effectively, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; maintain physical condition to perform essential duties as specified by firefighter certification; maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: performing life threatening firefighting activities in an emergency situation, running, walking, crouching or crawling during emergency operations, moving equipment and injured or deceased persons, climbing stairs/ladders, performing life-saving and rescue procedures, walking, standing or sitting for extended periods of time, and operating assigned equipment and vehicles; effectively deal with personal danger which may include exposure to: fire encompassed surroundings, dangerous persons, dangerous animals, hazards of emergency driving, hazards associated with traffic control and working in and near traffic, and natural and man-made disasters; maintain effective audio-visual discrimination and perception needed for: making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles; maintain mental capacity which allows the capability of: exercising sound judgment and rational thinking under dangerous circumstances, evaluating various options and alternatives and choose an appropriate and reasonable course of action, and demonstrating intellectual capabilities during training and testing processes.

You will be notified of your placement on each city's eligible list after the examination process is completed. The City of Las Vegas eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years. The City of North Las Vegas eligible list will remain in effect for one year from the date approved and may be extended for an additional year.

**Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Personnel Services Division at 229-6315.**

**FOR THE CITY OF LAS VEGAS ONLY:** To be considered for Veteran's preference points, a copy of the DD-214 (specifying character of service) must be submitted with the employment application prior to the final filing date. A Veteran must have served on active duty during a declared war or conflict in order to receive preference points.

### **FINAL SELECTION PROCESS:**

Candidates who pass the physical ability test will be placed on an eligible list for each agency to be used independently by the two cities. **Each city will conduct its own final selection process.** The final selection process used by each city includes:

- An interview with a Fire Chief or designee;
- A background investigation; and
- A medical examination including a drug test.

Candidates for both cities will be required to provide a copy of a current EMT-B or higher certificate as part of the final selection process. As part of the City of Las Vegas Academy, trainees will receive EMT-Intermediate training and must obtain the EMT-I certificate as a condition of successful completion of the academy. The EMT-I certificate must be maintained for a period of five years.

## **FIREFIGHTER TRAINEE APPLICATION GUIDELINES**

1. The application-filing period for Firefighter Trainee will be October 17, 2005 through November 17, 2005.
2. Applicants will use City of Las Vegas application. The address listed on the application must match the address listed on the scantron.
3. During the filing period applications can be obtained from the Human Resources Department, 400 Stewart Avenue, Las Vegas, Nevada, from 8:00 a.m. to 4:30 p.m.
4. In addition, applications can be downloaded from our website at <http://www.lasvegasnevada.gov/Publications/forms.asp?ID=5806>. Click on the application form. Applications must be returned via mail (out of town applicants) or in person (local applicants), not by fax. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.**
5. **Local applicants** (those within Clark County) must return their application in person. Local applicants will receive a CPAT booklet at the time the application is turned in to Human Resources.
6. **Out-of state applicants** can download and print an application from our website. We want to emphasize **do not procrastinate**. All applications must be received, not postmarked, by 4:30 p.m. on November 17, 2005.
7. **Out-of-state applicants** will receive a CPAT booklet through the mail after we receive their application.
8. **All Applicants** - There will be a \$10 administrative fee to be paid at the time of the test. **(Please bring exact amount).**
9. Study guides must be ordered directly from FSI. Information on how to obtain a study guide may be found through a direct link to FSI or the City's website. Please be aware that FSI only accepts money orders for the Test Preparation Manual (study guide), no cash and no credit cards. The Test Preparation Manual is \$17. If you would like both a Test Preparation Manual and a practice test, there is a \$24 charge.
10. Please attach a copy of your valid driver's license at the time of application.
11. If applicable, EMT (Emergency Medical Technician) certificates can be attached at the time of application. If a candidate has not yet obtained their EMT certificate, we will accept their application. A valid EMT certificate will be required at time of job offer.